School Improvement Grant
Applicant Technical Assistance Information

Office of Education Improvement and Innovation

School Improvement Support Unit

MICHIGAN Department of
Education

Agenda

- Overview of 2015 Grant Competition
- Components of the Building/District Application
- Application Tips
- Overview of MEGS+

School Improvement Grant (SIG) Overview

- SIG funds are meant to **enhance and supplement** activities described in your selected intervention model

- 3-5 schools are anticipated to receive awards

- Award Amount over 5 years
  - 1.5 mill for implementation years
  - 750,000 for planning and sustainability years

- Competition is open to Priority and Focus schools in 2014 (Title I receiving/eligible)

School Improvement Grant (SIG) Overview

Requirements must be met before a grant may be awarded to a Focus School. These are:

- When making awards, the State Education Agency must give priority to Local Educational Agencies (LEAs) with Priority Schools
- An LEA must apply to serve all its Priority Schools before it may apply to serve one or more of its Focus Schools. This means a Focus can only receive a SIG award if the district it resides in already has SIG grants for all its Priority Schools OR the district does not have any Priority Schools.
- No Focus Schools may receive a SIG award until the State Education Agency has already funded all LEAs with Priority Schools that submit approvable SIG applications.

SIG Overview continued…

- Expenditures which are allowable and aligned to the approved SIG application may include
  - Teacher Professional Development
  - Technology
  - External Partner Provider
  - Supplemental Positions and Resources

- Non-allowable activities include
  - Any activity that constitutes supplanting
  - Activities in excess of reasonable, necessary, customary, and ordinary

Self-Audit of Readiness

- Comprehensive Needs Assessment completed
- Board Approval of Operational Flexibility (school's grant)
- Union Memo of Understanding where applicable
- Capacity for Required SIG Positions
  - School Improvement Grant Coordinator
  - Data Coach
  - Family Liaison
- District has the necessary systems in place to use SIG IV funds to provide adequate resources and related support to the sub-grantee(s) identified in the LEA application

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Expectations for Awardees

- Attend mandatory *New Awardee Orientation* in late summer
- Open school to assigned MDE Facilitator/Monitor
- Attend *SIG Network Meetings*
- USED evaluation visits and profiling
- Completion of Funds Release requirements
  - Submission/approval of detailed management plan
  - Line Item Budget aligned to management plan
  - Conversion to Title 1 Participating (if applicable)
  - Approval of External Partner Provider/Deliverables

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Building Application

Section B of Application

Analysis of Need

- Pull together a team, collect all 4 types of data (demographic, process, achievement, perception)
- Analyze data and identify gaps
- Choose appropriate intervention model (#3 of application)
- Document the process and rationale for choosing the model (this is #1 of the application

Baseline Data

Data from current school year:

- Examples (not comprehensive list):
    - School year minutes
    - Dropout rate
    - Number of disciplinary incidents
    - Student attendance
    - Dual enrollment courses

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Intervention Model

- All eligible applicants can choose any model, regardless of current approved model. For example, a priority school that currently has an approved transformation intervention plan can opt to write a plan for one of the other models.
- Models:
  - Transformation
  - Turnaround
  - Early Learning
  - Whole-school
  - Closure (effect final score)
  - Restart (effect final score)

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Transformation & Turnaround Requirements

Both models attend to:	Critical Differences

Both models attend to:

- Building Leadership Capacity (replace Principal)
- Comprehensive, whole-school instructional reforms
- Increased learning time for students and teachers
- Job-embedded PL
- Use of data to drive instruction

Critical Differences

- Turnaround requires staff to be released and rehire no more than 50%
- Turnaround also requires the creation of new governance structure

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Early Learning Model

- Similar to Transformation
- Full day Kindergarten
- Establish high-quality pre-school
- Equitable support and pay for all early learning faculty
  - High-quality qualifications (degree in Early Childhood or equivalent)
  - Child to instructor staff ration (no more than 10:1)
  - Class size no larger than 20
  - Inclusion of children with disabilities

Evidence Based Whole-School Reform Model

USED Approved models

- Proprietary Strategies (with strategy developer)
  - Successful for All
  - Institute for Student Achievement
  - Positive Action
- Non-proprietary Strategies
  - Small School of Choice

http://www2.ed.gov/programs/sif/sigevidencebased/index.html

Resource Profile

- First, align existing funding sources to intervention efforts
- Then, align SIG funds to supplement intervention efforts
- Must have 3 SIG funded positions (SIG coordinator, Data coach, Family Liaison)
  - Cannot be an administrator
  - Use FTE guidelines outlined on page 4
- Describe how required positions will be operationalized and funded
- Describe how data will be used for PL plan

External Service Provider and Strategy Developer

- Describe process to:
  - Vet
  - Select
  - Monitor
  - Evaluate
- District and building responsibility (not MDE)

Increased Learning Time

- Increased time for students to engage in meaningful learning opportunities (not just adding clock time)
  - Detail how this will fit into current or proposed schedule
  - May need union agreement

Timeline

- Attachment F
- 5 year implementation plan for identified model
- Identify responsible person for each activity

Annual Goals

- Attachment G
- Identify student achievement goals in core content areas for next five years as defined by state/local assessments
- Describe how data will be used for continuous improvement

Sustaining Reforms

- How will reforms be sustained after funding period
- How will capacity be built
- Commitments from District

Budget: Narrative and Preliminary

Budget timeline options

Option #1:

▫ One year pre-implementation planning, 3 years full implementation, one year sustaining reforms

Option #2

▫ Three years full implementation, 2 years sustaining reforms

*Must have budgets for Building and District

District/Central Office Application

Section A of the application

District Application

Six Components

- Actions to support intervention model
- Oversight of SIG implementation
- Monitoring of annual goal progress
- Charter School Accountability
- External Service Provider accountability
- District level budgets

Timeline

Application Due Date Tentative June 30, 2015

Peer Review mid-July, 2015

Award Notification No Later Than August 15, 2015

Mandatory Orientation Meeting Last Week of August 2015

Begin Implementing Management plan

Funds Available for Release after October 1, 2015

Year One Budget Due in MEGS+ by November 4, 2015

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Peer Review and Scoring

- Your application will be peer- reviewed
- Requests for reviewers are sent out as the application deadline approaches
  - LEA principals, superintendents, business office personnel
  - ISD personnel
  - SIG Coordinators (not allowed to review own app)
  - Grant writers, charter school authorizers,
  - MDE employees/Higher education/Educational Organizations
- Reviewers trained and review teams formed (2-3 people)

Technical Assistance

- MDE can answer technical questions about MEGS+
- MDE cannot provide assistance on the content of plans or pre-reviews of plans
- Submit content related technical assistance questions to MDE-SIG@michigan.gov
- Responses will be posted in an FAQ document posted on the MDE SIG website at www.michigan.gov/sig

After Awards are Granted

- Mandatory Orientation
- Completion and submission of year 1 budget
- Required Monitoring
- Implementation of SIG grant
- contract with External Partner Provider
- Mid-year and year-end program review
- End of Year Fiscal Reporting

SIG Cohort IV   April 2015

Reminders

Do NOT spend or otherwise obligate any grant funds until you receive an award letter from State Superintendent Mike Flanagan.

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SIG Application in MEGS+
(Michigan Electronic Grants System *Plus*)

Prior to accessing MEGS+, you must have a MEIS (Michigan Education Information System) account. The MEIS account feeds into most MDE systems.

- **Cash Management System (CMS)**
- Child Nutrition Programs (CNP)
- Financial Information Database (FID)
- **MI Electronic Grants System *Plus* (MEGS+)**
- MI Online Educator Certification System (MOECS)
- Migrant Education Data Systems (MEDS)
- Registry of Educational Personnel (REP)
- School Bus Inventory (SE-4107)
- School Infrastructure Database (SIG)
- Taxable Value Management System

www.michigan.gov/meis

MEIS Help Desk
(517) 335-0505 x2

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SIG Application in MEGS+

It's important to have the appropriate security level assigned to the user writing and/or submitting the application.

Level 1 – Viewer
• Can view all parts of the assigned application, but not save.

Level 2 - Grant Writer
• Can view, edit, and save all pages in the assigned application.

Level 4 - Application Administrator
• May grant access to the SIG IV application for lower level users.
• Changes the status of the application (except initiate and submit).

Level 5 - Authorized Official
• Each agency has a minimum of two and can access all district applications.
• Is the only level which may <u>initiate</u> and <u>submit</u> an application.
• May grant access to MEGS+ and the SIG application for lower level users.

SIG Application in MEGS+

There are four main areas that must be completed in MEGS+ that is required as part of the application submission.

- Adding a main contact person and verifying agency information.
- Uploading the three portions of the application.
    - **Section A: District/Central Office information** – combine all necessary attachments and upload as a PDF or Word document (limit 1 per district/central office)
    - **Section B: Building Level Information** – combine all necessary attachments and upload as a PDF or Word document (limit 1 document for each school included in the application)
    - **Section B: Baseline Data Collection** - one Excel file for each school included in the application

SIG Application in MEGS+

SIG applicant resources can be found at
www.michigan.gov/sig and click on Cohort IV.

- User Guide – Submitting a SIG Application
- User Guide – Modifying SIG Users in MEGS+

Important information to remember

- Always **SAVE** before you go to the next task.
- Items with an asterisk (*) are **required**.

MEIS Help Desk

(517) 335-0505 x2

For MEGS+
technical
questions
contact
(517) 373-1806.

Page Information
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Points of Contact

- Dr. LaWanna Shelton, Consultant   (517) 373-3488   sheltonL@michigan.gov
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Questions should be emailed to
mde-sig@michigan.gov

Responses will be posted to the SIG website at
www.michigan.gov/sig